WORKSHEET - LIBRARY MEDIA CENTER ANALYSIS REFERENCE, NONFICTION, VISUAL MATERIALS

Items in certain Dewey Decimal categories are particularly subject to obsolescence due to age and generally weaken the quality of the collection. Only titles in the areas which have a copyright date of _____ or newer may be used for the selfevaluation process. By all means, keep the earlier titles in the collection if they meet local needs; they simply cannot be counted for the annual Core Data Report.

BRIEF EXPLANATION OF THE WORKSHEET COLUMNS:

% COUNTABLE ITEMS

Classified holdings of the collection **DEWEY AREAS**

TOTAL HOLDINGS Enter the count of all of the items in the local collection regardless of copyright date **REPEAT COLUMN 1 FIGURES**

For later ease of calculation, enter the SAME number from column 1 in column 2 for

the time-sensitive Dewey areas.

NO. ITEMS $___$ AND OLDER Determine which items have copyright dates 13 years old and older. NO. ITEMS AND NEWER Determine which items have copyright dates within the last 12 years

> In order to understand the relative strengths and weaknesses of each Dewey category of the collection, compute the percentage of countable items. Using the 70% standard for the copyright-sensitive areas as a guide, the computed percentages are to be used by the library media specialist as one way to determine areas of the collection, which may need improvement. The Planning and Evaluation Worksheet will report only the overall percentage of the Dewey categories from the worksheet (cell P-5).

MODEL WORKSHEET

REFERENCE CO	DLLECTION WO		WURKSHEET						
1121 2121 (02 00			COPYRIGHT-SE	NSITIVE DEWEY AR	EAS				
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items and OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame				
Reference	(1)	(2)	(3)	(4)	(5)				
Encyclopedias									
000-319	400								
320-329	100	100	50	50	50%				
330-339	80	80	70	10	13%				
340-359	300								
REFERENCE COLLECTION TOTALS this LMC	T-1 880 Add to find	T-2 180 Add to find total	T-3 ■ 120 Add to find total	T-4 60 Subtract column 3	Divide each cell in column 4 by the corresponding cell in column 2 to				
	total countable and non-countable items all owned no matter date	items in time- sensitive Dewey areas NOT REPORTED	time-sensitive NON-countable items items too old to count	from column 2 time-sensitive items new enough to count NOT REPORTED	Dewey area use for planning purposes				
	To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) 33%								
• Cell 7-1 trans	TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell 7-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) Cell 7-1 minus cell 7-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE)								
● Cell T-1 min (T1) 880 minus		red to the Planning a	and Evaluation form	column B (TOTAL CO	OUNTABLE)				
Cell P-5 trans	sferred to the Planni	ng and Evaluation fo	orm column C 33%	6					

			COPYRIGHT-SEN	SITIVE DEWEY AR	
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items and OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame
Reference	(1)	(2)	(3)	(4)	(5)
General			and older	and newer	
Encyclopedias			(5 year rule)	(5 year rule)	9/
000-319					
320-329					9
330-339					9
340-359					
360-369					9
370-379					g
380-389					C
390-519					,
520-529					9
530-549					7
550-559					
					0
560-569					0
570-579					Ç
580-609					
610-619					Ç
620-629					9
630-999					
000 ///					
REFERENCE COLLECTION TOTALS this	T-1	T-2	T-3 ****	T-4	column 4 by the corresponding cell in
REFERENCE COLLECTION	<i>f f</i>		**** f		column 4 by the corresponding cell in column 2 to find
REFERENCE COLLECTION TOTALS this	Adji to find	Add to find total	**** Add to find total	Subtract column 3	column 4 by the corresponding cell in column 2 to find the % in each Dewey
REFERENCE COLLECTION TOTALS this	Add to find total countable	Add to find total items in time-	**** Add to find total NON-countable	Subtract column 3 from column 2	column 4 by the corresponding cell in column 2 to find the % in each Dewey area
REFERENCE COLLECTION TOTALS this	Addito find total countable and non-	Add to find total items in timesensitive Dewey	**** Add to find total NON-countable items	Subtract column 3 from column 2 time-sensitive	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning
REFERENCE COLLECTION TOTALS this	Add to find total countable and non- countable items	Add to find total items in timesensitive Dewey areas	**** Add to find total NON-countable items items too old	Subtract column 3 from column 2 time-sensitive items new enough	column 4 by the corresponding cell in column 2 to find the % in each Dewey area
REFERENCE COLLECTION TOTALS this	Addito find total countable and non-	Add to find total items in timesensitive Dewey areas	**** Add to find total NON-countable items	Subtract column 3 from column 2 time-sensitive	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning
REFERENCE COLLECTION TOTALS this	Add to find total countable and non- countable items all owned no	Add to find total items in timesensitive Dewey areas	**** Add to find total NON-countable items items too old	Subtract column 3 from column 2 time-sensitive items new enough to count	corresponding cell in column 2 to find the % in each Dewey area use for planning
REFERENCE COLLECTION TOTALS this	Add to find total countable and non- countable items all owned no	Add to find total items in timesensitive Dewey areas NOT REPORTED	Add to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes
REFERENCE COLLECTION TOTALS this	Addito find total countable and non- countable items all owned no matter date	Add to find total items in timesensitive Dewey areas NOT REPORTED To find % of co	Add to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame,	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes P-5
REFERENCE COLLECTION TOTALS this	Addito find total countable and non- countable items all owned no matter date	Add to find total items in timesensitive Dewey areas NOT REPORTED To find % of co	Add to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame,	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes P-5
REFERENCE COLLECTION TOTALS this	Addito find total countable and non- countable items all owned no matter date	Add to find total items in timesensitive Dewey areas NOT REPORTED To find % of co	Add to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame,	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes
REFERENCE COLLECTION TOTALS this LMC	Add to find total countable and non- countable items all owned no matter date divi	Add to find total items in timesensitive Dewey areas NOT REPORTED To find % of code the total in column	Add to find total NON-countable items items too old to count ountable items within an 4 (T-4) by the total	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame, in column 2 (T-2)	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes P-5
REFERENCE COLLECTION TOTALS this LMC	Addito find total countable and non- countable items all owned no matter date divi	Add to find total items in timesensitive Dewey areas NOT REPORTED To find % of code the total in column	Add to find total NON-countable items items too old to count ountable items within an 4 (T-4) by the total	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame,	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes P-5
REFERENCE COLLECTION TOTALS this LMC	Addito find total countable and non- countable items all owned no matter date divi	Add to find total items in timesensitive Dewey areas NOT REPORTED To find % of code the total in column DATA TO THE Pling and Evaluation in the sense of the sen	Add to find total NON-countable items items too old to count Duntable items within an 4 (T-4) by the total LANNING AND EV. form column A	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame, in column 2 (T-2)	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes P-5 9 AS FOLLOWS:
TRANSFE	Add to find total countable and non- countable items all owned no matter date divi	Add to find total items in timesensitive Dewey areas NOT REPORTED To find % of code the total in column and Evaluation for the Plant of the total in the Plant of the Plant o	Add to find total NON-countable items items too old to count Duntable items within an 4 (T-4) by the total LANNING AND EV. form column A DTAL HOLDINGS)	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame, in column 2 (T-2)	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes P-5 9 AS FOLLOWS:
TRANSFE	Add to find total countable and non- countable items all owned no matter date divi	Add to find total items in time-sensitive Dewey areas NOT REPORTED To find % of code the total in column and Evaluation in (TO) red to the Planning and (TO)	Add to find total NON-countable items items too old to count Duntable items within an 4 (T-4) by the total LANNING AND EV. form column A DTAL HOLDINGS) and Evaluation form column and and Evaluation form column and Evaluation form colum	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED copyright time frame, in column 2 (T-2)	column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes P-5 P-5 RS FOLLOWS:

			COPYRIGHT-SEN	SITIVE DEWEY AR	EAS
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items and OLDER	No. of Itemsand NEWER	% of Countable Items within Copyright Time Frame
Visual	(1)	(2)	(3)	(4)	(5)
Fiction					
000-319					
320-329					
330-339					
340-359					
360-369					
370-379					
380-389					(
390-519					
520-529					
530-549					
550-559					
560-569					
570-579					
580-609					
610-619					
620-629					
630-999					
VISUAL COLLECTION TOTALS this LMC	Add to find total countable and non-countable items all owned no matter date	Add to find total items in timesensitive Dewey areas NOT REPORTED	**** And to find total NON-countable items items too old to count	Subtract column 3 from column 2 time-sensitive items new enough to count NOT REPORTED	7Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area use for planning purposes
	divi			copyright time frame, in column 2 (T-2) →	P-5
				ALUATION FORM	AS FOLLOWS:
Cell T-1 tran	sferred to the Plann	ing and Eyaluation f (TO		*reported on Core Da	ıta Report
Cell T-1 min	us cell T-3 transfer	red to the Planning a	and Evaluation form o		
	minus (T-3)	, (10		i, reprised on core.	report

*NOTE: The totals from this worksheet should <u>only</u> be transferred to the report form if visual materials are considered as a separate section within your holdings and not integrated into reference, nonfiction, fiction or professional collections.

Dewey Areas				COPYRIGHT-SEN	SITIVE DEWEY AR	EAS
320-329 330-339 340-359 360-369 370-379 380-389 390-519 520-529 550-559 560-569 570-579 580-609 610-619 620-629 630-999 KONFICTION OLLECTION TOTALS this LMC Add to find total items in time-sensitive Dewey areas all owned no matter date NOT REPORTED To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) → TRANSVER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (TOTAL COUNTABLE) reported on Core Data Report	Dewey Areas	(all items	column 1 figures in white	and	and	Copyright Time
320-329 330-339 340-359 360-369 370-379 380-389 390-519 520-529 530-549 550-559 560-569 570-579 580-609 610-619 620-629 630-999 6INFICTION T-1 COLLECTION TOTALS this LMC Add to find total items in time-sensitive products items in time-sensitive power items new tenum 2 time-sensitive items new enough to count NOT REPORTED To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) → TRANSVER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	Nonfiction	(1)	(2)	(3)	(4)	(5)
330-339 340-359 370-379 380-389 390-519 520-529 530-549 550-559 560-569 570-579 580-609 610-619 620-629 630-999 CONFICTION TOTALS this LMC Add to find total items in time-sensitive Dewey areas all owned no matter date Add to find total items in time-sensitive Dewey areas all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) → TRANSVER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	000-319					
340-359 360-369 370-379 380-389 390-519 520-529 530-549 550-559 560-569 570-579 580-609 610-619 620-629 630-999 CONFICTION TOTALS this LMC Add to find total countable items and non- countable items all owned no matter date To find 6 of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report	320-329					
360-369 370-379 380-389 390-519 520-529 530-549 550-559 560-569 570-579 580-609 610-619 610-6	330-339					
370-379 380-389 390-519 520-529 530-549 550-559 560-569 570-579 580-609 610-619 620-629 630-999 (ONFICTION TOTALS this LMC Add to find total countable and non-countable items in time-sensitive Dewey areas all owned no matter date NOT EPORTED To find of countable items within copyright time frame, divide the total no column 4 (T-4) by the total in column 2 (T-2) → TRANSPER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (TOTAL COUNTABLE) reported on Core Data Report	340-359					
380-389 390-519 520-529 530-549 550-559 560-569 570-579 580-609 610-619 620-629 630-999 GONFICTION TOTALS this LMC Add to find total items in time-sensitive Dewey areas all owned no matter date Add to find total oountable items all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) → TRANSTER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (TOTAL COUNTABLE) reported on Core Data Report	360-369					
390-519 520-529 530-549 550-559 560-569 570-579 580-609 610-619 620-629 630-999 ONFICTION TOTALS this LMC Add to find total items in time-sensitive items in time-sensitive Dewey areas items too old to count NOT REPORTED To find of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) → TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column B (TOTAL HOLDINGS) reported on Core Data Report (TOTAL COUNTABLE) reported on Core Data Report	370-379					
S20-529 S30-549 S50-559 S60-569 S70-579 S80-609 G10-619 G20-629 G30-999 GONFICTION POTALS this LMC	380-389					
530-549 550-559 560-569 570-579 580-609 610-619 620-629 630-999 6INFICTION TOTALS this LMC Add to find total items in timesensitive Dewey areas all owned no matter date NOT REPORTED To find of countable items within copyright time frame, divide the total no column 4 (T-4) by the total in column 2 (T-2) TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	390-519					
S50-559 S60-569 S70-579 S80-609 G10-619 G20-629 G30-99 SONFICTION TOTALS this LMC	520-529					
560-569 570-579 580-609 610-619 620-629 630-999 KONFICTION TOTALS this LMC Add to find total total total countable and non-matter date all owned no matter date To find % of countable items within copyright time frame, divide the total n column 4 (T-4) by the total in column 2 (T-2) TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column B Cell T-1 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	530-549					
570-579 580-609 610-619 620-629 630-999 KONFICTION TOTALS this LMC Add to find total countable and non- countable items all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSVER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	550-559					
580-609 610-619 620-629 630-999 CONFICTION TOTALS this LMC Add to find total items in time-sensitive Dewey areas all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column B (TOTAL HOLDINGS) reported on Core Data Report	560-569					
610-619 620-629 630-999 CONFICTION OLLECTION TOTALS this LMC Add to find total total total column 4 by the corresponding cell icolumn 2 to find total items in time-sensitive Dewey areas all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) Test ansferred to the Planning and Evaluation form column 8 Cell T-1 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	570-579					
620-629 630-999 CONFICTION FOTALS this LMC Add to find total countable and non- countable items all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column B Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL HOLDINGS) reported on Core Data Report	580-609					
T-1 T-2 T-3 T-4 Divide each cell i column 4 by the corresponding cell is column 2 to find total countable and non- countable items all owned no matter date To find of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	610-619					
TOTALS this LMC Add to find total countable and non- countable items all owned no matter date To find/% of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSVER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report	620-629					
COLLECTION TOTALS this LMC Add to find total countable and non- countable items all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSVER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (TOTAL COUNTABLE) reported on Core Data Report	630-999					
Add to find total total countable and non-countable items in time-sensitive Dewey areas all owned no matter date To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) TRANSVER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (TOTAL COUNTABLE) reported on Core Data Report	NONFICTION COLLECTION TOTALS this	T-1	T-2		T-4	corresponding cell i
TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS: Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report		total countable and non- countable items all owned no	items in time- sensitive Dewey areas NOT REPORTED	NON-countable items items too old to count	from column 2 time-sensitive items new enough to count NOT REPORTED	the % in each Dewe area use for planning purposes
Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report		C	To find % o livide the total in co	f countable items wit lumn 4 (T-4) by the to	hin copyright time framotal in column 2 (T-2)	P-5
Cell T-1 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report						
Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report					ALUATION FORM A	AS FOLLOWS:
Cell T-1 minus cell T-3 transferred to the Planning and Evaluation form column B (TOTAL COUNTABLE) reported on Core Data Report	Ceii 1-1 tran	sterred to the Plann	- 1		reported on Core Data	a Report
(T1) minus (T3) **** =	Cell T-1/min	us cell T-3 transfer	red to the Planning a	and Evaluation form o	column B	
	(T1)	minus (T3) **	*** =			

			COPYRIGHT SE	ENSITIVE ALL ARE	AS
Dewey Areas	Total Holdings (all items owned)	REPEAT column 1 figures in white areas below	No. of Items and OLDER	No. of Items and NEWER	% of Countable Items within Copyright Time Frame
Professional	(1)	(2)	(3)	(4)	(5)
Fiction					
000-319					
320-329					
330-339					
340-359					
360-369					
370-379					
380-389					
390-519					
520-529					
530-549					
550-559					
560-569					
570-579					
580-609					
610-619					
620-629					
630-999					
030 777	T 1	T-2	T-3	T-4	7Divide each cell in
PROFESSIONAL	T-1	1-2	1-3	1-4	column 4 by the
COLLECTION	1.		****		corresponding cell is
OTALS this LMC	/ <i>1</i>		1		column 2 to find
	Add to find	Add to find total	Add to find total	Subtract column 3	the % in each Dewe
,	total	items in time-	NØN-countable	from column 2	area
/	countable	sensitive Dewey	items	time-sensitive	use for planning
/	and non-	areas	items too old	items new enough	purposes
/	countable	NOT	to count	to count	purposes
/	items	REPORTED	/ to count	NOT	
/	all owned	REI ORIEE	X	REPORTED	
/ /	no matter	/		REI ORIED	
/ /	date	/			
/ /		To find % of co	ountable items within	copyright time frame,	P-5
/ /	divi			in column 2 (T-2)	1-5
/ /	divi	de the total in colum	m (1 1) by the total	in column 2 (1 2) 2	*
-//					
/ /		/			
/ /		DATA TO THE PI	LANNING AND EV	ALUATION FORM	AS FOLLOWS:
TRANSFER	WORKSHEET				
			form column A		
		ing and Evaluation f		reported on C ore Dat	a Report
Cell T-1 ransfe	erred to the Plann	ing and Evaluation f (TO	TAL HOLDINGS)	reported on Core Dat	a Report
Cell T-1 ransfe	erred to the Plann	ing and Evaluation f (TO) red to the Planning a	OTAL HOLDINGS) and Evaluation form of		

MAGAZINES COLLECTION W	ORKSHEET	
1	2	3
Number of magazines required (see Appendix C)	If students have access to electronic magazines (MOREnet or other)	Number of print magazines in the LMC purchased or free for students
(You must figure Level 1, 2, and 3 separately).	Divide figure in column T-1 by the numeral 2	
	(T-1 divided by the numeral $2 = T-2$)	
	If no access to electronic magazines, T-1 divided by $0 = 0$.	
T-1	T-2	T-3

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:
• Cell T-2 plus cell T-3 transferred to the Planning and Evaluation form column A (TOTAL HOLDINGS) reported on Core Data Report (T-2) plus (T-3) =

PROFESSIONAL JOURNALS/P	ERIODICALS COLLECTION WORKSHEET	Γ
1	2	3
Number of magazines required (see page 29)	If faculty have access to electronic magazines (MOREnet or other), divide the figure in column 1 by 2	Number of print magazines in the LMC purchased or free for faculty
(You must figure Level 1, 2, and 3 separately).	T-1 divided by the numeral 2 = T-2	
	If no access to electronic magazines, T-1 divided by $0 = 0$.	
T-1	T-2	T-3

	TRANSFER WORKSMEET DATA TO THE PLANNING AND EVALUATION FORM	AS FOLLOWS:	
•	Cell T-2 plus cell T-3 transferred to the Planning and Evaluation form column A (TOTAL HO reported on (T-2) plus (T-3) =	OLDINGS) Core Data Report	

LMC PLANNING AND EVALUATION WORKSHEET YEAR ____-

Areas marked by heavy borders will be reported on the Core Data Report.

County district code	School nar	ne	Building code	Grades served	l Er	nrollment served	FTE certificated staff served	# students seated at one time
FTE with library certificate		FTE paid support staff serving LMC	Total sq. ft. i Reading/refe		Total sq	-	# hours / week LMS so time for classroom tea	

	Column A	Column B	total counta (use col ADDITIONA	le (Appendix C) able items from lumn A if B is s AL NEEDED T k 0 if a level is	Column B haded).		Column C	(See App	all evaluation of the pendix A for expl	anation)
Print, nonprint, and electronic items	Total holdings in this LMC (From the worksheet)	Total countable items (From the worksheet)	Level 1	Level 2	Level 3	Current level met Level 1, 2, or 3 (Mark 0 if no level met)	% of countable items in time-sensitive areas ONLY (70% recommended) (From the	Integration of formats into the curriculum	Alignment of collection with curriculum	Meets student and teacher needs (rate 0-5)
Reference							worksheet)			
Nonfiction										
Machine Dep. visual materials										
Professional materials										
Newspaper subscriptions										
Periodical indexes										
Fiction All countable										
Magazine subscriptions										
Prof. Journal subscriptions					_					
Selection tools										

LMC PLANNING AND EVALUATION WORKSHEET YEAR _____-

Areas marked by heavy borders will be reported on the Core Data Report

	SUPPLIES	MATERIALS	EQUIPMENT	OTHER***
Free Textbook				
Technology Grants				
Title VI				
Video Grant				
Fund raisers / gifts				
Local funds				
Other***				

*** EXPLAIN OTHER (for district use):		